

# INSTRUCTIONS AND GUIDELINES FOR FILING FOR PROFESSIONAL ENGINEER LICENSURE IN ALABAMA

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Alabama Board of Licensure for Professional Engineers and Land Surveyors

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The RSA Union **(FedEx or UPS mail only)**  
100 North Union Street, Suite 382  
Montgomery, AL 36104-3702

## Point of Contact

If you have any questions concerning the application or requirements contact Bonnie at (334) 242-5098 or you may e-mail your questions to [bonnie.kelly@bels.alabama.gov](mailto:bonnie.kelly@bels.alabama.gov)

You may check the status of your application on our website under Application Status or call between 2:00 and 3:30 **only** central standard time

## Important:

**If you have this application for 6 months or longer before filing, check with the Board office or on-line to make sure there are no changes to the form, requirements or deadlines before using.**

# REQUIREMENTS FOR LICENSURE

The Alabama Licensure Law, Section 34-11-4, General Requirements, provides experience requirements as follows:

Graduates of 4 year (or longer) BS program:	Experience required after graduation:
Approved Engrg (EAC/ABET)	4 years
Unapproved Engrg	6 years
Approved Engrg Tech (TAC/ABET)	8 years
Related Science **	8 years

**you must have the experience and apply before Dec. 31, 2005**

All experience must be verified by PE supervisors or associates who were licensed prior to the time being verified

\*\* To qualify as a related science graduate, you must be a graduate of a four year physics, math or other program which the Board may determine is related to engineering from a school or college which is regionally accredited. You must also have a minimum of 32 semester hours or 48 quarter hours of an appropriate combination of mathematics and basic sciences courses. If you are filing as a related science graduate, it will be necessary that you submit a *Request for Board Evaluation of Transcript Related Science form*.

## APPLICATION PACKAGE

On our web site, please review under "Application Forms" the experience requirements and general requirements for all engineering applicants. Also, review under "PE Licensure Requirements" which forms you need to complete and the Board meeting dates and filing deadlines.

Substitute forms, such as resumes, personal work samples or copies of application forms filed with other state boards are not acceptable and, if received, will be returned.

## COMPLETING THE APPLICATION

The application form is to be typed and all questions must be answered. The application, instructions and associated forms can be completed and/or printed from our web site. The application must have an original signature and notary seal. **E-mail nor faxed applications will be accepted.**

**Questions 1 through 4** should be self explanatory

**Question 5: Exam Information - Spring and Fall Disciplines** - Chemical, Civil, Electrical, Environmental, Mechanical and Structural I - **Fall Only Disciplines** - Agricultural, Control Systems, Fire Protection, Industrial, Metallurgical, Mining/Mineral, Nuclear and Petroleum - **Spring Only** - Architecture of Naval Architecture/ Marine

The dates and deadlines for the exam can be found under "Dates & Deadlines" on our web site.

**Exam attempts:** A new exam candidate, if approved to take the exam, is approved for four exam attempts within a 5 year period.

**Previous Exam Application Closed:** If your application has been closed in Alabama, you will be required to file a new application. No transcripts, additional references nor verifications are required. You should complete questions 1-15, 17, 20 and 22-23. Under question 17 you must list your experience since your last application. Verification of this experience is **NOT** required.

**Question 6 Comity applicants:** Furnish information regarding where you passed the Fundamentals of Engineering (FE) and the Principles and Practice of Engineering (PE) examinations, exam date and licensure number. ***Your application cannot be accepted by comity unless you have successfully passed both the 8 hour FE and the 8 hour PE examinations.***

If you do not hold an NCEES Record, you should complete the shaded areas on the *Verification of Licensure* form(s) and mail to the state board(s) where you passed the FE and PE exams. If your license is not current in the state where you passed the PE exam, a verification form must also be sent to the state board where you are living and currently licensed.

**Examination applicants:** Indicate in which state you passed the Fundamentals of Engineering (FE) examination, in Alabama or in another jurisdiction. If you passed the FE exam in a jurisdiction **other than Alabama**, please complete the shaded areas on the *Verification of Licensure* form and send that form to the state board.

**Questions 7 & 8** should be self explanatory

**Question 9** An NCEES Record is a record containing your transcript, verification of experience, verification of exams and references. You must submit all of the above information to NCEES to be held by them for release to other States. **You do not have an NCEES Record just by taking the NCEES exam(s).** If you have an NCEES Record, only complete questions 1-15, 20 and 22-23.

**Questions 10 through 16** should be self explanatory

**Question 17** The experience record should begin after graduation from a university whether or not it was engineering experience. **All time must be accounted for, including military time, illness, unemployment, etc.** Each company you worked for is considered an engagement. If you were promoted within a company, do not indicate a change in engagements. If an engagement was part time work, indicate part time and the number of hours you worked per week. Experience must be started on the application form first. If you need to use additional pages, please number accordingly. Experience cannot be anticipated. **You must have the required experience when the application is submitted.** You must send a verification (V-1) form to your PE supervisor or associate for each engineering engagement listed that can be verified. If you are presently licensed in another state working under your own supervision, you should send a verification form to a PE associate familiar with your work.

The only experience prior to graduation the Board is currently accepting is if you were in a formal co-op program through your school or if it took you 6 years or longer to get your undergraduate degree. Normally the maximum credit the Board will consider is 6 months. This experience **must** be verified by a PE.

**Note:** If you anticipate making application for Land Surveying Licensure or you are already certified as a Land Surveyor intern or licensed as a Professional Land Surveyor, Section 330-X-6(e) of the Administrative Code states "Experience claimed on the engineer intern or professional engineer application as engineering experience cannot be claimed as land surveying experience on the land surveyor intern or professional land surveyor application. Experience claimed on the land surveyor intern or professional land surveyor application as land surveying experience cannot be claimed as engineering experience on the engineer intern or professional engineer application."

**Questions 18 through 23** should be self explanatory

## GRADUATES OF FOREIGN UNIVERSITIES

**All applicants** who attended and graduated with a four year Bachelor of Science engineering degree from a foreign institution regardless of additional degrees received, must contact ECEI (Engineering Credentials Evaluation International) at [www.ecei.org](http://www.ecei.org) or AACRAO at [www.aacrao.org](http://www.aacrao.org) to request an education evaluation packet to have your transcript evaluated. ECEI or AACRAO will provide you with the information and instructions necessary for the evaluation of your education. **There is no waiver to this requirement.**

## FEES

**All fees are non-refundable.**

Personal, company or cashier's **checks should be made payable to PE & PLS Fund.** **We do not accept credit cards.**

**Exam Applicants:**

Application fee	\$25	
PE Exam Fee	\$200	We will let you know when to send the exam fee and licensure fee.
Licensure Fee	\$25	

The Licensure fee is due within 30 days of your licensure date. You'll receive notification that your application has been approved for licensure. If the fee is not paid within 30 days, a new application will be required for licensure.

**Comity Applicants:**

Application & Licensure fee	\$50
Interim Permit Fee	\$50

The application and licensure fee is a combined fee and must be submitted with the application form.

The Interim Permit fee must be submitted with the interim permit request. This fee should not be included with any other fee.

## **INTERIM PERMIT**

If you are applying for licensure by comity and you need to seal documents prior to Board review of your application for permanent licensure at the next scheduled board meeting, you may request an interim permit. Alabama Law provides for the issuance of an interim permit and not a temporary permit.

Interim Permits are issued upon the following conditions:

- Application for licensure has been filed
- Application and licensure fee has been filed
- Interim permit request has been filed for a specific project
- A separate \$50 check for the interim permit has been filed
- Applicant meets the educational, experience and exam requirements of the Alabama Law
- Applicant has passed both the FE and PE Exams in another State and is currently licensed
- All information for pertaining to your application (i.e. all references, experience verification forms, transcripts and verifications of the Fundamentals of Engineering and Principles and Practice examinations in another jurisdiction) have been received and your application is ready for Board review

**Important:**

If your Interim Permit expires before your application is reviewed by the Board or you need to stamp additional projects, a new Interim Permit request must be filed with the \$50 Interim Permit fee.

## **CERTIFICATES OF AUTHORIZATION**

Section 34-11-9 of the Licensure Law provides that partnerships, corporations or firms offering engineering services in Alabama through individual licensed professional engineer as agents, employees, officers or partners are required to file for and receive a Certificate of Authorization by the Board of Licensure for Professional Engineers and Land Surveyors.

# Request for Interim Permit in Alabama

(Submit two **separate** checks - \$50.00 application and licensure fee and \$50.00 interim permit fee - **see instructions on page 4**)

- I have filed my application with the State of Alabama for Licensure as Professional Engineer by comity and I have successfully passed both the Fundamentals of Engineering Examination (8 hours) and the Principles and Practice of Engineering Examination (8 hours) in the following state(s):

FE Exam in the State of \_\_\_\_\_ Date \_\_\_\_\_

PE Exam in the State of \_\_\_\_\_ Date \_\_\_\_\_

Date of Licensure \_\_\_\_\_ Current to \_\_\_\_\_

- I understand the permit cannot be issued until the above exams have been verified and my transcripts, verifications and references have been received. I have contacted all of the above and have requested that they send the necessary information to the Alabama Board.
- My request for an Interim Permit is made in accordance with Section 34-11-4 (1) (c) of the Licensure Law and Rule 330-X-12 of the Administrative Code of the Board. This Interim Permit is requested in order to perform engineering work on the following project in Alabama:

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Type of work to be performed: \_\_\_\_\_

- I understand that this Interim Permit will remain in effect until the next scheduled meeting of the Board.
- I also understand that when the Interim Permit is issued with an Interim Permit Number, I may practice under this permit and will affix to all plans and documents for use and execution in the State of Alabama, the seal or stamp required in the State where I am currently licensed with the added notation, "Practicing in the State of Alabama under Interim Permit No. \_\_\_\_"

Submitted on \_\_\_\_\_, \_\_\_\_\_ by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

## Board Use Only

Interim Permit

Approved \_\_\_\_\_

Signature of Board Chairman \_\_\_\_\_

Denied \_\_\_\_\_

Date Approved \_\_\_\_\_